

**FACULTY PROFESSIONAL LEAVE PROGRAM
POLICY & PROCEDURES**

College of Engineering
The Ohio State University

The following statement is intended to provide the procedures and criteria under which the college of Engineering may implement the Faculty Professional Leave Program established by the September 9, 1977 resolution of the Board of Trustees of The Ohio State University.

Objectives

The goal of professional leave is to increase the scholarly competence of our faculty. Such leave, available after seven years of employment, permits tenured faculty to utilize up to a year to revitalize existing scholarly capabilities, to explore new avenues of scholarship, or to formalize a significant body of scholarship.

Established By

BOT Resolution No. 78-21 "Faculty Professional Leave Program" based on Statute 3345.28 of the Ohio Revised Code.

Procedures

Requests for professional leave from eligible faculty members will be reviewed at the departmental or school level according to established departmental procedures. The department chairperson or school director will submit the approved requests (in rank order) with his/her recommendations to the Dean. Requests that reach the Dean will be reviewed by a college faculty review committee that will rank them in priority order and submit them to the Dean with their recommendations for the Dean's submission to the provost.

Criteria

The eligibility and conditions for professional leaves are specified in the Board of Trustees resolution governing the Faculty Professional Leave Program. Highest priority in the review process will be given to those applicants who have a positive record of achievement, service, and commitment to the University and can show the benefits of the requested leave to their continuing professional development and to the University.

Specifically, the committee assesses applications based on:

- (1) the degree to which the proposed activity meets the stated objectives of the Professional Leave Program, which are:
 - a) faculty can enhance their teaching effectiveness, scholarly interests and overall performance.
 - b) the University's academic programs can be strengthened and developed.
- (2) The degree to which the applicant's goals can realistically be achieved during the period requested.

In the event that the number of qualified applicants exceeds the number of leaves available, applicants will be judged on quality of the proposal and elapsed time since their last leave.

Contents

The application should follow the form provided by the Office of academic Affairs. The application should provide the committee with (1) a clear indication of the activity to be undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected outputs and outcomes to be realized from the leave experience. Specific items of information required include:

Application should be as specific as possible about planned activity. Other things being equal, relocation, travel or a significant change in responsibilities is most highly regarded. Although there are many advantages to spending the Professional Leave at other institutions, it is acceptable to remain in Columbus if the plan for the leave can be carried out satisfactorily. Leaves to "write a proposal, complete a paper, or re-organize course material" are not generally acceptable since these activities are part of the normal duties of a regular faculty member in Engineering. However, if, for example, the completion of anyone of these activities could not be accomplished without extensive visits to or residency at a sister institution, time away from campus, etc. a Professional Leave could be appropriate.

Letter of invitation or support from sponsors of the planned leave activity is particularly effective in clarifying the intended experience. Where preparation of a book manuscript is the objective, some indication of the expected outcomes is highly desirable. Industrial experience of a significant nature can be particularly appropriate use of Professional Leave.

Report

Following the leave, a written report is expected to the Office of the Associate Dean for Academic Affairs and Administration in the College of Engineering, summarizing the accomplishments during the leave period. See the OAA handbook for additional guidance concerning the expected content of the report.

Revised 09/23/2012